

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Fire Marshal****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Directs the operations and personnel of the Investigation and Fire Prevention unit and accepts command on a rotating basis. Coordinates personnel matters and employee development programs and ensures departmental efficiency and effectiveness.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 1                      | L | Supervises personnel by conducting performance reviews, performing employee discipline, overseeing internal investigations, setting performance goals, monitoring efficiency and effectiveness of employees, allocating resources, and coordinating employee development programs. |
| 2                      | L | Performs administrative tasks by developing the budget, developing code enforcement policies, create policies and procedures, conducting enforcement proceedings, meeting individuals and other agencies regarding fire safety requirements, and preparing correspondence.         |
| 3                      | L | Provides public service by formulating, coordinating, and managing child and adult education programs.   |
| 4                      | L | Performs other duties by participating in command rotation and fulfilling other duties as assigned by Chief or Deputy Chief.   |

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |   |
|--|---|
| Formal Education / Knowledge           | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.   |
| Experience                             | Two (2) years combined experience as a Deputy Fire Marshal, Fire Arson Investigator or Fire Captain with the Department of Fire Rescue  |
| Certifications and Other Requirements  | Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Inspector II, Fire Officer II ( or an Associates Degree in Fire Science or a related field), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.               |
| Reading                                | Work requires the ability to read technical journals and standards, fire and building codes and letters.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.   |
| Writing                                | Work requires the ability to write letters, unit objectives and policies and procedures.  |
| Managerial                             | Managerial responsibilities include planning public education classes, developing employee programs and overseeing hazardous incidents.   |
| Budget Responsibility                  | Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.   |
| Supervisory / Organizational Control   | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.  |
| Complexity                             | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.   |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary  | Light X   | Medium   | Heavy   | Very Heavy   |
|--|---|--|---|--|
| S = Sedentary<br>Exerting up to 10 lbs.<br>occasionally or negligible<br>weights frequently; sitting<br>most of the time | L = Light<br>Exerting up to 20 lbs.<br>occasionally, 10 lbs.<br>frequently, or negligible<br>amounts constantly OR<br>requires walking or<br>standing to a significant<br>degree. | M = Medium<br>Exerting 20-50 lbs.<br>occasionally, 10-25 lbs.<br>frequently, or up to 10 lbs.<br>constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION   |
|------------------|----------------|---|
| Standing         | F              | Inspecting fire scenes                              |
| Sitting          | F              | Computer, desk work, driving                        |
| Walking          | F              | Inside office, during inspections                   |
| Lifting          | O              | Paperwork, office supplies                          |
| Carrying         | O              | Paperwork, office supplies                          |
| Pushing/Pulling  | O              | File cabinets, drawers, evidence at inspection site |
| Reaching         | F              | Collecting evidence, office supplies                |
| Handling         | O              | Paperwork, office supplies, evidence                |
| Fine Dexterity   | F              | Computer keyboard, writing                          |
| Kneeling         | O              | Collecting evidence                                 |
| Crouching        | O              | Collecting evidence                                 |
| Crawling         | O              | Collecting evidence                                 |
| Bending          | O              | Collecting evidence                                 |
| Twisting         | O              | Collecting evidence                                 |
| Climbing         | O              | Ladders, stairs                                     |
| Balancing        | O              | Ladders, stairs                                     |
| Vision           | C              | Computer, driving, inspections                      |
| Hearing          | C              | Staff, citizens, government agencies                |
| Talking          | F              | Staff, citizens, government agencies                |
| Foot Controls    | F              | Driving   |
| Other (specify)  | N              |   |

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Standard Microsoft Windows and Office software, laser or inkjet printer, calculator, vehicle, radio, pager, telephone, Firehouse software

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   | PRIMARY WORK LOCATION |    |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards       | S | Dirt and Dust             | M | Office Environment    | X  |
| Chemical Hazards         | M | Extreme Temperatures      | M | Warehouse             | -- |
| Electrical Hazards       | S | Noise and Vibration       | S | Shop                  | -- |
| Fire Hazards             | W | Fumes and Odors           | M | Vehicle               | -- |
| Explosives               | S | Wetness/Humidity          | M | Outdoors              | -- |
| Communicable Diseases    | M | Darkness or Poor Lighting | S | Other (see 2 below)   | -- |
| Physical Danger or Abuse | M |                           |   |                       |    |
| Other (see 1 below)      | N |                           |   |                       |    |

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Turnout gear, protective gloves, helmet, safety shoes, safety glasses, self contained breathing apparatus

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | O |
| Frequent Change of Tasks                      | O |
| Irregular Work Schedule/Overtime              | O |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work                      | O |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

(3)